



Alcohol and Drugs Policy



ALCOHOL AND DRUG POLICY

QUALITECH acts responsibly and values life and people, with a primary focus on a healthy, safe, and fair work as well as on the environment protection.

The objective of this Alcohol and Drug Policy for **QUALITECH** is to prevent the illegal and abusive use of alcohol and drugs, when not prescribed, we understand that the use of such substances interferes with the people's attention and ability and may also change their behavior leading to unsafe acts and risk to life.

EFFECTS OF DRUGS AND ALCOHOL

Psychotropic Substances: They are chemical substances acting primarily on the central nervous system by changing the brain functions and it also changes, temporarily, the perception, mood, behavior and consciousness, such substances may be classified into the following types

Depressant Substances: They decrease the activity of the nervous system. For example, alcohol, thinner, morphine, heroin, inhalants in general and others.

Disturbing Substances: Their main characteristic is the change of perception in higher or lower level. For example, some species of mushrooms, marijuana, ecstasy and others.

Stimulant Substances: They cause the increase of pulmonary activity, reduce fatigue, and increase the perception, which stimulates the other senses. For example, cocaine, crack cocaine, amphetamines, and others.

Abusive Use: It means the use of a substance in excessive way, which may increase the risk of physical and/or psychological consequences.

Dependency: The addiction, whether physical, chemical, or mental, is the relationship between a person and the psychotropic substance. It is characterized by the compulsion to ingest drugs, continuously or caused by crises of abstinence to be manifested when the body feels the lack of drugs

Alcoholism: It is the alcohol addiction, which leads to mental disorders, physical and mental health disturbance interfering in individual relations requiring specialized clinical treatment.

The use of illicit drugs and the ingestion of alcoholic drinks are prohibited by any employees or service providers within the facilities of **QUALITECH**, Customers and other Stakeholders'.

For events sponsored by **QUALITECH**, out of the working hours and even for private pleasure, **QUALITECH** advises against the abusive use of alcohol or any psychotropic drugs which are not intended for therapeutic purposes to be prescribed by a doctor.

It is the duty of each Employee to notify **QUALITECH** Health Management Department in case he/she needs to use any medications, with or without a prescription, mainly the ones which may change their behavioral state, impair their performance at work and/or offer any risks in general

All employees and Vendors shall sign the Acknowledgment Document as an evidence of the awareness of the Alcohol and Drugs Policy, as well as, the Employment Contract Addendum which contains a clause about this subject, including the ones who have been hired after the publication of such policy. The employee's adherence implies on the compliance to the procedures established by **QUALITECH** regarding the verification (tests and clinical evaluations) for the use of alcohol and other psychotropic substances

The violation of the principles and criteria within the Alcohol and Drugs Policy is subject to disciplinary action and/or termination of the employee or Vendor's contract, such person will be immediately taken out of **QUALITECH** facilities. In addition to that, the suspicion of any criminal activities is subject to be informed to Competent Authorities. The noncompliance of these standards will be treated in accordance with the regulations in force.

At any time, while working at or for **QUALITECH**, the Employee or Vendor may be requested to be tested for psychotropic substances, the tests will be carried out by the Health Management Department, the person will be randomly selected or in accordance to clinical evaluations.

In the event of accidents occurred with employees or vendors while on the provision of their professional activities, regardless the location or in any other situations not provided for in the Alcohol and Drugs Policy, such accidents will be analyzed by the Health Management Department and they will be subject to investigations.

QUALITECH recognizes the importance of instruction on the Addiction treatment due to the use of psychotropic drugs and therefore we provide training for our staff in order to assist employees and managers in the identification of signals which may indicate such use and eventually provide assistance for treatment

This Policy applies to all **QUALITECH** employees and Vendors.